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AUTHOR	Morgan, Robert L.; Gee, Tamara S.; Merrill, Zandria; Gerity, Brent P.; Brenchley, Rebecca
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ABSTRACT

This kit provides materials for training educators to better supervise paraeducators and other classroom personnel. It consists of an instructor's manual, a trainee's workbook, and six videotapes, one for each unit. The training program is intended for small groups in six sessions in either inservice or university settings. The instructor's manual includes the trainee's workbook and additional information to help the instructor use the videotapes, generate group discussion, create group exercises, and stimulate interest. The videotapes present classroom situations and video exercises to stimulate discussion. Following an introduction which explains the program, the six units focus on the following topics: (1) the teacher in a leadership role; (2) clarifying roles and responsibilities; (3) strengthening interpersonal communication; (4) preempting management problems; (5) strengthening performance in the classroom; and (6) evaluating staff performance. Each unit provides key terms, tables presenting key ideas, video exercises, self-checks, application exercises, and references. Eight appendices include self-check quizzes, a team strength-building exercise, a classroom goals form, and a team goals form. (Individual units contain references.) (DB)

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